

Zoom Tips

These tips are for PCs and MACs.

Once you have joined a Zoom meeting, you can control some details of the presentation and the way you interact with other participants. Here are some of the choices you will have.

- You can toggle the way you view the participants of the meeting between speaker view and gallery view.
 - **Speaker view:** when Zoom detects someone speaking, the window with that participant goes to the center of the screen and is larger than the windows for those that are not speaking. If you don't see a participant, try scrolling the participant windows to either to the left or to the right using the little arrow to the next to the furthest left and furthest right participant.
 - **Gallery view:** in this mode, all the participants are viewed in windows of equal size. This is useful if you want to see everyone's face in a larger meeting. The speaker's window is highlighted but does not change size. The faces in the windows look like the beginning of the old TV show "Brady Bunch."
 - To toggle between views, look at the upper right corner of the screen. To go to gallery view, click the nine dots. To go to speaker view, click the person icon (or, for some of you, click the word "speaker" or "gallery").
- There are buttons at bottom of the Zoom window. If you don't see them, move your cursor over the lower part of the screen and they will appear. Some of the options available:
 - The **end meeting** or **leave meeting** button is at the lower right.
 - The **mute button** (which blocks audio from your site, for example the barking dog) at lower left. You can also find a mute option by clicking on your own participant window in the upper right and choosing mute. Some of you will see the word "audio."
 - The **chat button** opens a **chat window** so you can send text messages to participants while the meeting is ongoing.
 - The chat window is a panel at the right of the screen.
 - You can text everyone (all participants in the meeting) or to a single person. Click on the pop up window (labeled 'to everyone') to see the participants if you want the message to go to a single participant. Some of you will see a little arrow next to the list of participants; clicking that will show you the list of participants.
 - Type a message at the bottom of the pane and hit return, ongoing conversation scrolls down from the top.
 - **Screen sharing.** You can share your screen with meeting participants.
 - Click the "screen share" button.
 - Choose the application running on your desktop that you want to share.
 - Click share to begin sharing
 - To stop sharing, use the drop-down menu at the top of the screen and click "stop share"
 - **Raise Hand.** You can raise your hand so that the host and participants know you want to speak or have a question.
 - Click the "... more" button on the bottom right of the screen.
 - click "raise hand"